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City of Alameda  
Code No. 1660  
Approved by C.S.B.  
October 6, 1999

## TELECOMMUNICATIONS MAINTENANCE TECHNICIAN

### DEFINITION

Under general supervision performs installation, maintenance and repairs to a wide variety of telecommunications systems, equipment, cabling and to other related systems and equipment in City facilities. Performs other related work as required.

### DISTINGUISHING FEATURES

This is a journey level classification requiring a thorough knowledge of the installation, maintenance and repair of telecommunications related systems and equipment gained through formal education or from considerable and varied experience in working with the installation, maintenance and repair of telephone systems, telephones and telecommunications devices.

### EXAMPLES OF DUTIES

1. Installs, maintains and repairs all telecommunications systems including: PBX; voice mail; hybrid key and key systems; and wiring, conduits, cabling, and related equipment.
2. Inspects and checks all City facilities and sites to locate problems or potential problems or causes of failure; makes necessary repairs and adjustments.
3. Troubleshoots all telecommunications and circuit related problems and failures.
4. Performs system adds, moves and changes as required; ensures and performs appropriate related programming.
5. Operates and maintains telecommunications testing devices such as analog and digital multi meters, line testers, T1 testers such as the T Bird, Fiber term testers, and cable testers to 100 megahertz..
6. Serves as vendor liaison with various telecommunications companies.
7. Prepares and maintains reports and records such as inventory records by site and system, cable schematics, wiring closet configurations and all related programming, and all site and closet drawings.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school supplemented by courses in telecommunications and technologies.

Experience: Progressively responsible journey level experience in the skilled installation, maintenance and repair of telephone switching systems and a variety of telecommunications instruments, equipment and systems.

#### Knowledge

Knowledge of telephone and telecommunications theory; telecommunications systems and equipment installation, repair and maintenance; tools and equipment used in the installation, repair and maintenance of telephone and telecommunications equipment; maintenance and repair techniques for wide area network/telecommunications devices; safe work practices and procedures.

(OVER)

**EMPLOYMENT STANDARDS** (continuation)

Ability

Ability to repair and test telecommunications related systems and equipment; operate related tools and equipment; install and operate related computer systems; troubleshoot and repair microprocessor based control and communication equipment; diagnose electronic failures to the component level; work in high places; interpret electrical codes and regulations; maintain accurate records and prepare reports; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Special Requirements

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after-hours emergency calls as required.

Other Requirements

Possession of designated system/s certification or ability to obtain within six months of employment.

Possession of a valid State of California Driver's License and a satisfactory driving record as conditions of initial and continued employment.